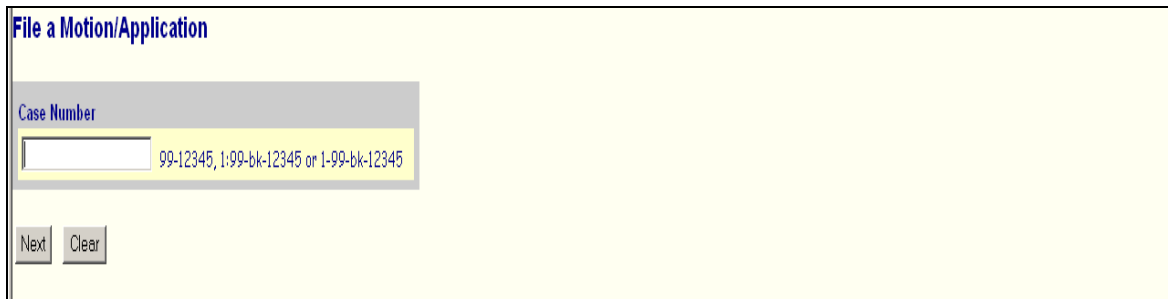


FILING A DOCUMENT/DOCKETING- MOTIONS/APPLICATIONS

The following instructions will guide you through the process of filing and docketing a motion or application in the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu. Then, click on the **Motions/Applications** hypertext link.

STEP 2 The **Case Number** entry screen appears.



The screenshot shows a web interface titled "File a Motion/Application". Below the title is a section labeled "Case Number" with a text input field. To the right of the input field, the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345" is displayed. Below the input field are two buttons: "Next" and "Clear".

- ♦ Enter a valid case number, and click on the **Next** button to continue.
- ♦ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ♦ Click on **Next**.

STEP 3 Select the **Party** screen appears.



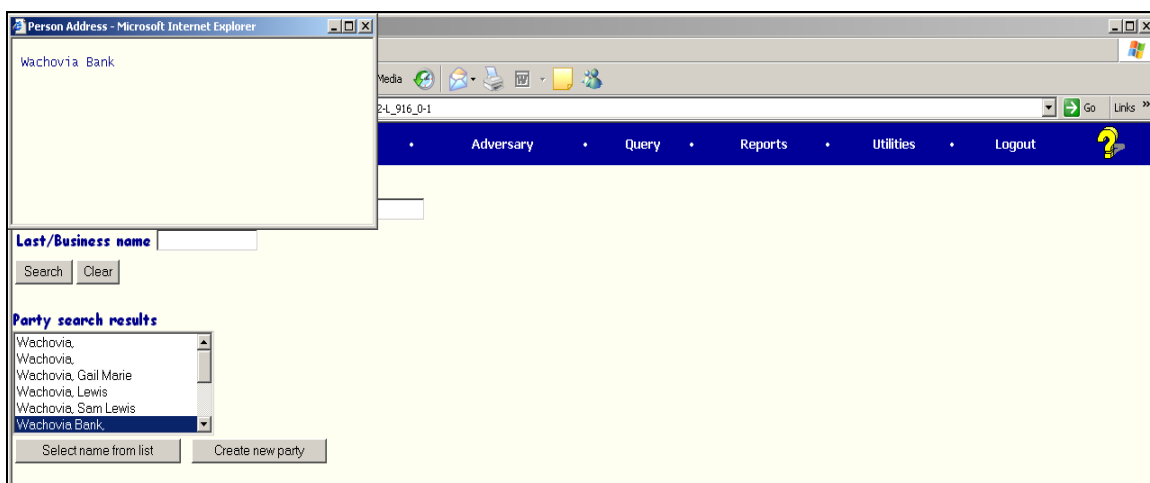
The screenshot shows a web interface titled "File a Motion/Application:". Below the title, the text "02-60185 Albert J Williamson" is displayed. Below this, the text "Please select the filer:" is shown. Underneath, there is a section labeled "Select the Party:" with a list box containing the following entries: "Wachovia, [Creditor]", "Strickland, Barry [Accountant]", and "Williamson, Albert J [Debtor]". To the right of the list box is a link labeled "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear".

- ♦ If the name of party you are searching is listed, click on the name, click on **Next** and proceed to **Step 8**. [If the selection box is full, use the scroll arrows to search further for the party name]
- ♦ If the name of party is not listed, click on **Add/Create New Party** and proceed with **Step 4**.

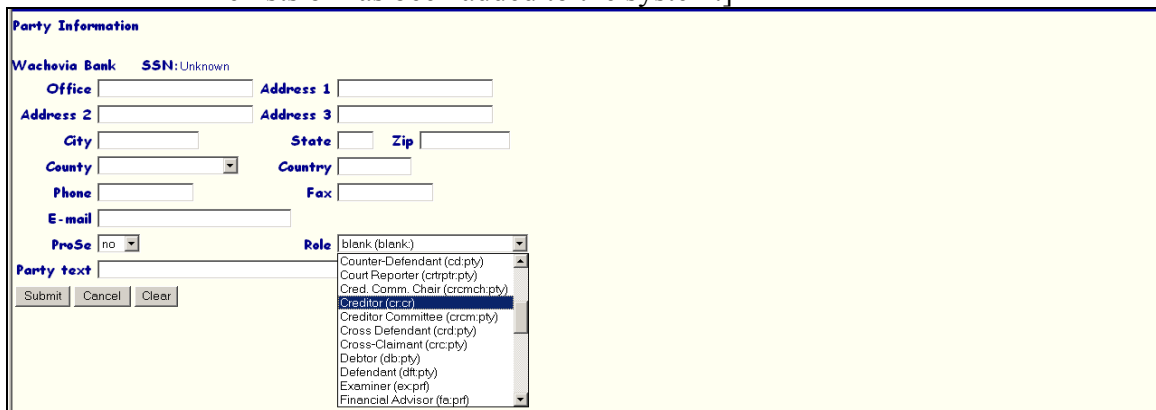
STEP 4 The Search for a party screen appears.



- Enter one to four letters of the party's last name or business name. Click on **Search**.



- If name is not listed, proceed to **Step 5**.
- If the name is listed, click on it. Click **Select name from list** button.
- Party's information appears in a **Person Address** window for verification. [This screen appears every time you select a party that exists or has been added to the system.]



- Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).

- To add **Party Text**, such as A Virginia Corporation, do so now in box provided
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- Proceed to **Step 7**.

STEP 5 If the party is not listed, click on **Create a New Party**

Search for a party

SSN Tax Id

Last/Business name

Party search results

No person found.

STEP 6 The **Party Information** screen appears (to add a new person/entity).

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

PreSe Role

Party text

- Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr). **Note:** Do not key address information for creditor parties.
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 7 The **Select the Filer** screen appears with your party highlighted. Click on **Next**.

The screenshot shows a web interface titled "File a Motion/Application:" with the case identifier "02-60185 Albert J Williamson". Below this, it says "Please select the filer:". Under the heading "Select the Party:", there is a list box containing two entries: "Emerald Jewels, Etc., [Creditor]" and "Williamson, Albert J [Debtor]". The first entry is highlighted. To the right of the list box is a link that says "Add/Create New Party". At the bottom left of the form are two buttons: "Next" and "Clear".

NOTE: Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You will receive this message if an attorney has not previously been associated with the party].

The screenshot shows the same web interface. It now displays the message: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this message is a checkbox that is checked, followed by the text "Emerald Jewels, Etc., (cr:cr) represented by Jones, D. (aty)". At the bottom left are the "Next" and "Clear" buttons.

STEP 8 Select the type of motion(s)/application(s) being filed.

The screenshot shows the same web interface. It now displays a list box with several options: "Motion to Deposit Funds", "Motion to Determine", "Motion to Disband Committee", "Motion to Dismiss Case", "Motion to Dismiss Involuntary Petition", "Motion to Dismiss Pleading", "Motion to Disqualify", and "Motion to Expedite Hearing". The "Motion to Determine" and "Motion to Disqualify" options are highlighted. At the bottom left are the "Next" and "Clear" buttons.

- Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- If more than one type of document is being filed, click on one document and hold down **Ctrl** key on your keyboard while clicking on each additional type of document.
- Note: If filing a document containing a motion, notice of motion and/or notice of hearing, the option exists to select a Motion event and the

Notice of Motion and/or Hearing event to docket from this menu (utilizing the point and click and CTRL + click techniques described in the previous step).

- Click on **Next** to proceed, or **Clear** to repeat selecting options.

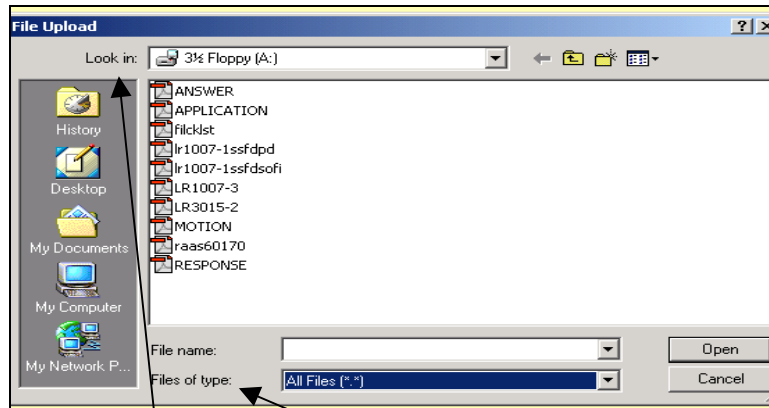
STEP 9 Select the **PDF Document** screen appears. Click on **Browse** or type the exact file name in the blank box (being sure to include .pdf suffix).

File a Motion/Application:
02-60185 Albert J Williamson

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes



- If using **Netscape**: Change **Files of type**: to Acrobat [*.pdf] or All Files.
- Change **Look in**: to appropriate drive where document is located.
- Click on file name to be associated with this entry.
- Click on **Open**. The file is uploaded to the following screen:

File a Motion/Application:
02-60185 Albert J Williamson

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
N:\TestDocs\MOTION.PDF

Attachments to Document: ☒ No ☐ Yes

If there are attachments to document, e.g. exhibit, appendix, etc.

- Click on the radio button next to **Yes**.
- Click on **Next** to proceed to **Step 10**.

If there are no attachments to document:

- Click on **Next** and the following screen appears.

File a Motion/Application:
02-60185 Albert J Williamson

☐ Refer to existing event(s)?

Next Clear

[NOTE: Do not check the box unless filing an amended motion/application.]

- Click on Next to proceed to Step 11.

STEP 10 Select one or more attachments screen appears. All exhibits must be attached at this screen:

File a Motion/Application:
02-60185 Albert J Williamson

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\append.pdf).

Filename
N:\TestDocs\EXHIBIT.PDF Browse...

2) Select a document type and/or enter a description.

Type	Description
Exhibit(s)	

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- Select the filename of your attachment by using **Browse**.
- Click on the arrow next to **Type** and click on type of attachment.
- Click in **Description** box and type in any additional description.
- Click on **Add to List**.
- Continue to *Add Attachments* using the above steps as necessary.
- Once all attachments have been added, click on **Next**.

- The following screen appears.

File a Motion/Application:
02-60185 Albert J Williamson

☐ Refer to existing event(s)?

Next Clear

[NOTE: Do not check the box unless filing an amended motion/application.]

- Click on **Next**

STEP 11 Docket Text: Modify as Appropriate screen appears.

File a Motion/Application:
02-60185 Albert J Williamson

Docket Text: Modify as Appropriate.

Motion to Determine *what's going on in this case* ,
 Motion to Disqualify *everyone* **filed**
by D. W. Jones of Jones & Jones on behalf of Emerald Jewels, Etc. . (Attachments: # (1) Exhibit(s)) (Jones, D.)

To add a prefix to docket text of motion/application:

- Click on the arrow to left of the motion event description.
- Select correct modifier.

To add additional text :

- Click in the box behind the motion event description.
- Type in any additional descriptive text that further supports the motion/application entry.
- Click on **Next** to continue

STEP 12 Docket Text: Final Text screen appears.

File a Motion/Application:
02-60185 Albert J Williamson

Docket Text: Final Text

Motion to Determine *what's going on in this case*, Motion to Disqualify *everyone* filed by D. W. Jones of Jones & Jones on behalf of Emerald Jewels, Etc. (Attachments: # (1) Exhibit(s)) (Jones, D.)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry as it appears on screen.
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking the **Bankruptcy** link on the main menu bar.
- **Note:** Any text added in the additional text field(s), will appear in italics on the docket.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

File a Motion/Application:
02-60185 Albert J Williamson

U.S. Bankruptcy Court TRAIN
Eastern District of Virginia - TRAIN

Notice of Electronic Filing

The following transaction was received from Jones, D. W. entered on 7/23/2003 at 10:35 AM EDT and filed on 7/23/2003

Case Name: Albert J Williamson
Case Number: 02-60185
Document Number: 2

Docket Text:
Motion to Determine what's going on in this case, Motion to Disqualify everyone filed by D. W. Jones of Jones & Jones on behalf of Emerald Jewels, Etc.. (Attachments: # (1) Exhibit(s)) (Jones, D.)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: N:\TestDocs\MOTION.PDF
Electronic document Stamp:
[STAMP VAE8Stamp_ID=875559604 [Date=7/23/2003] [FileNumber=1598329-0]
[b249ae29fe44aed10e315466b327443606175bb4f65f4eca81885e4ae143a69c722c
44b0961e6a20ab6c93fa9e0d813edbc811f8abe14210907674721d80f3a2]]

Document description: Exhibit(s)
Original filename: N:\TestDocs\EXHIBIT.PDF
Electronic document Stamp:
[STAMP VAE8Stamp_ID=875559604 [Date=7/23/2003] [FileNumber=1598329-1]
[6621728cfe5a24ab8f2a50d7ecf99dc2394cb173f0c4a614006e1a1448bf0fab614a1
4ba76f874da6071d6574a3349bc1b6f2bd492b0db24636be4622b3c3af]]

02-60185 Notice will be electronically mailed to:
Sandra Heagle sandra_heagle@vaeb.uscourts.gov

02-60185 Notice will not be electronically mailed to:
D. W. Jones
Jones & Jones
22 Lakeview Place
Richmond, VA 23201

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:

- Original filename (*pdf*):
- Electronic document Stamp:

Print receipt

- Click on **File** at top of Netscape screen and select **Print (or Print Frame)**, *or*
- Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]

Note: You will receive the following screen if you attempt to access the docket or document through the hypertext links provided on the Notice of Electronic Filing screen.

PACER Login

Notice
 This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
 Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication
 Login:
 Password:
 Client code:

☐ Make this my default PACER login